

February 25, 2005

**TO:** All Motor Vehicle Dealers

**SUBJECT:** Authorization To Purchase Temporary Tags

Effective March 30, 2005, dealer owners and operators will be required to submit the names of all dealership personnel who are authorized to purchase temporary tags for their dealership. Temporary tags will not be sold to any dealership employees that have not been reported to DMV prior to the request to purchase. Dealer owners and operators will automatically be registered as authorized purchasers.

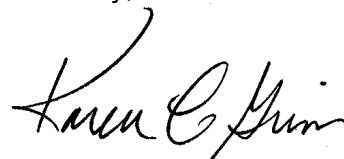
The dealer may designate additional employees as authorized purchasers through the DMV Extranet Dealer Services Renewal application which dealerships currently use to renew their dealer and salesperson licenses. In addition to the Extranet process, you may add or delete personnel by notifying DMV's Dealer Services Work Center by mail or fax only, no phone calls please. The fax number is (804) 367-7046.

Included with this letter is the application package for the Extranet process. If you have already signed the Memorandum of Understanding (MOU) and have your fob which allows you to access the Extranet Dealer Online Renewal to process your renewals, you will be required to sign an addendum to the MOU to be able to add or delete authorized purchasers. You may contact Janet Williams by e-mail at [JANET.WILLIAMS@dmv.virginia.gov](mailto:JANET.WILLIAMS@dmv.virginia.gov) or by phone at (804) 497-7191 if you have any questions about the Extranet process.

If you have other questions you may contact the DMV Dealer Services Work Center, (804) 367-1833.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen A. Grim". The signature is fluid and cursive, with a large loop at the end.

Karen A. Grim  
Assistant Commissioner for  
Driver, Vehicle and Data Management Services

KAG/dts

Enclosure